

DIRECTOR - OFFICE FOR THE AGING (TOWN OF EASTCHESTER)

GENERAL STATEMENT OF DUTIES: Administers the Office for the Aging; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Supervisor this is an administrative position with responsibility for the design, implementation, supervision, management and the generation and direction of programs for the Office for the Aging that provide informational and direct social, educational and recreational services to the town's aged population and the procurement of Federal, State and private sector financing for these programs and services. An incumbent in this class is responsible for the fiscal and programmatic management of programs in compliance with appropriate legislation. Direct supervision is exercised over professional, paraprofessional, technical, clerical and volunteer staff. Does related duties as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, implements and monitors agency programs, goals and objectives and supervises agency staff;

Contacts public officials, community leaders and groups to obtain their cooperation and support of services and programs, and coordinates these services with other community agencies;

Organizes and promotes programs that provide transportation and other services for clients to ensure the accessibility of programs and services;

Makes presentations at various community meetings, functions and facilities regarding problems and concerns of the aged;

Attends and participates in conferences, workshops and seminars and develops and conducts training programs for staff and volunteers;

Delegates assignments to office personnel;

Initiates, prepares and generates the department operating budget, grant funding applications, budgets and proposals and presents same to the appropriate authority for approval;

Supervises, creates and designs and participates in the maintenance, preparation and generation of all necessary records, reports, logs, schedules and statistical data.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the social, medical, economic and recreational needs and concerns regarding the aged; thorough knowledge of local, State and Federal rules, regulations, ordinances and laws regarding the aged; thorough knowledge of health and social care systems, community agencies and organizations that provide services to the aged; ability to establish and maintain effective working relationships; deal with the aged and supervise the work of others; ability to communicate effectively both verbally and in writing; good judgment; tact; courtesy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree and five (5) years of professional or administrative experience in the field of aging; (b) graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree in Gerontology, Social Work, Sociology or Behavioral Science and four (4) years of professional or administrative experience in the field of aging; or c) a Master's Degree in Gerontology or Social Work and three (3) years of professional or administrative experience in the field of aging; or d) a satisfactory equivalent combination of the foregoing training and experience.

Note: A certificate program in the field of Gerontology may be substituted for the required experience on the basis of 30 credits per year of experience.